

COMPENSATION BOARD DOCKET #18/06

December 19, 2017

EMPLOYEE RECOGNITION
NONE.

307-18-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFF/ SUPERINTENDENT	12-11-17 Officers request to transfer Vacancy Savings to Temporary/Office expense.	\$0.00	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
405	307	Albemr/Chrtville JSC	12/11/2017	Vacancy Savings	Temporary	\$12,205.00	\$12,205.00
480	307	New River Reg. Jail	12/11/2017	Vacancy Savings	Temporary	\$152,018.64	\$90,000.00
480	307	New River Reg. Jail	12/11/2017	Vacancy Savings	Office	-0-	\$62,018.64
485	307	Blue Ridge Reg. Jail	12/11/2017	Vacancy Savings	Temporary	\$39,889.37	\$39,889.37
495	307	Meherrin River Reg. Jail	12/11/2017	Vacancy Savings	Office	\$102,078.04	\$102,078.04
496	307	RSW Reg. Jail	12/11/2017	Vacancy Savings	Office	\$72,021.45	\$72,021.45
650	307	Hampton City	12/20/2017	Vacancy Savings	Office	\$120,088.81	\$120,088.81
680	307	Lynchburg City	12/06/017	Vacancy Savings	Temporary	\$33,776.02	\$33,776.02
		Total All Offices				\$532,077.33	\$532,077.33

307-18-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
Lynchburg City	Sheriff	<p>12-06-17 Officer requests to transfer a portion of the remaining annual vacant salary of position 00066, CS7, in the amount of \$14,831.05 to Office Expenses. This is equivalent to the pro-rated total available of \$18,450.25 for position 00066, at an annual salary rate of \$31,629, from December 1, 2017 to June 30, 2018, less a portion requested for transfer to another category in a separate request.</p> <p>The Compensation Board notes that due to the position reallocation policy, this office must hold up to five (5) positions vacant in FY18, however, vacancy savings from the position(s) held vacant may be transferred to another budget category for expenditure.</p>	\$0.00	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Pro-Rated Amount Requested	Pro- Rated Amount Approved
680	307	Lynchburg City	12/6/2017	00066	CS7	Office Expense	\$31,629	\$14,831.05	\$14,831.05

Lynchburg City	Sheriff	<p>12-06-17 Officer requests to transfer a portion of the remaining annual vacant salary of position 00066, CS7, in the amount of \$8,171 to Equipment to purchase a Copier/Printer, stressed amount \$7,402.17.</p> <p>The Compensation Board maximum allowable amount approved for a copier/printer equipment is \$4,000, stressed amount \$3,619.20</p>	\$0.00	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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FIPS	Office Code	Locality	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost	Stress Factor
680	307	680	Copier/Printer	1	\$8,171.00	\$8,171	1	\$4,000.00	\$4,000.00	\$3,619.20	90.48%

307-18-06: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
Hampton City	Sheriff	<p>12-5-17 Officer requests to demote position number 00066, C12 at \$48,111 to C8 at annual salary of \$37,751 due to unsatisfactory job performance.</p> <p>The Compensation Board policy for a demotion is 10% below the current salary or the maximum of the pay band, whichever is less. The Officer requested a 22% reduction based on the current salary of \$48,111, whereas a 10% reduction would be \$43,300.</p>	\$0.00	Approved as an exception to policy, based upon the specific conditions stated by the officer.

772-18-06: COMMONWEALTH'S ATTORNEY

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FRANKLIN COUNTY	COMMONWEALTH'S ATTORNEY	December 11, 2017 Officer requests to transfer Turnover funds in the amount of \$5,361 to base Temporary Funds, effective December 1, 2017.		\$0.00	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a base budget transfer.
		The Turnover was created and cannot be used in any other position due to limitations prescribed in the Pay Factors.			

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rated
067	772	Franklin County	12/11/17	Turnover	Temporary	5,361.00	5,361.00	\$3,127.25
		Franklin County Total						\$3,127.25

MARTINSVILLE CITY	COMMONWEALTH'S ATTORNEY	December 12, 2017 Acting Officer requests additional Temporary Funding in the amount of \$44,077.89. This is equivalent to position 00002 ATTIV in the amount of \$79,911 from December 13, 2017 to June 30, 2018. The election will be held on November 6, 2018.		\$0.00	Approved at no additional cost to the Compensation Board.
		This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00002 ATTIV is not vacant during the period in which I am the Acting Commonwealth's Attorney, consequently funds cannot be transferred from this position.			

773-18-06: CIRCUIT COURT CLERKS

CONSENT DOCKET

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALEXANDRIA CITY	CIRCUIT COURT CLERK	December 6, 2017 Officer requests to transfer the remaining annual vacant salary in the amount of \$14,829.50 from position 00003 and \$14,829.50 from position 00007, both positions currently budgeted in the amount of \$25,422, to Temporary Funds, effective December 1, 2017-June 30, 2018.	\$0.00	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

Due to the Position Reallocation Policy, this office must hold two (2) positions vacant in FY18; however, vacancy savings from the positions held vacant may be transferred to another budget category for expenditure.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Pro-Rated Amount Requested	Pro-Rated Amount Approved
510	773	Alexandria City	12/06/17	pos. 00003	DCI	Temporary	\$25,422	\$14,829.50	\$14,829.50
510	773	Alexandria City	12/06/17	pos. 00007	DCI	Temporary	\$25,422	\$14,829.50	\$14,829.50
		Alexandria City Total						\$29,659	\$29,659

ALEXANDRIA CITY	CIRCUIT COURT CLERK	December 6, 2017 Officer requests to transfer Turnover funds in the amount of \$25,411 to base Temporary Funds, effective December 1, 2017.	\$0.00	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a base budget transfer.
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The Turnover was created and cannot be used in any other position due to limitations prescribed in the Pay Factors.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rated
510	772	Alexandria City	12/6/2017	Turnover	Temporary	30,480.00	25,411.00	\$14,823.08

773-18-06: CIRCUIT COURT CLERKS

CONSENT DOCKET

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HENRICO COUNTY	CIRCUIT COURT CLERK	<p>December 13, 2017 Officer requests to transfer the remaining annual vacant salary in the amount of \$14,829.50 from position 00015 currently budgeted in the amount of \$25,422 to Temporary Funds, effective December 1, 2017-June 30, 2018.</p> <p>Due to the position Reallocation Policy, this office must hold one (1) position vacant in FY18; however, vacancy savings from the positions held vacant may be transferred to another budget category for expenditure.</p>	\$0.00	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Pro-Rated Amount Requested	Pro-Rated Amount Approved
087	773	Henrico County	12/13/17	pos. 00015	DCIV	Temporary	\$25,422	\$14,829.50	\$14,829.50

HENRICO COUNTY	CIRCUIT COURT CLERK	<p>December 18, 2017 Officer requests to transfer Turnover funds in the amount of \$12,377 to base Temporary Funds, effective December 1, 2017.</p> <p>The Turnover was created and cannot be used in any other position due to limitations prescribed in the Pay Factors.</p>	\$0.00	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a base budget transfer.
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FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rated
087	773	Henrico County	12/18/17	Temporary	pos. 00015	\$12,377	\$12,377	\$7,220

773-18-06: CIRCUIT COURT CLERKS

CONSENT DOCKET

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PATRICK COUNTY	CIRCUIT COURT CLERK	December 7, 2017 Officer requests to transfer Turnover funds in the amount of \$5,008 to base Temporary Funds, effective December 1, 2017. The Turnover was created and cannot be used in any other position due to limitations prescribed in the Pay Factors.	\$0.00	Approved per the Compensation Board's FY18 Budget Priorities and Policies. This is a base budget transfer.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rated
141	773	Patrick County	12/07/17	Turnover	Temporary	5,008.00	5,008.00	\$2,921.33
		Patrick County Total						\$2,921.33

CAREER DEVELOPMENT COMMITTEE	CIRCUIT COURT CLERKS	12-15-17 Career Development Committee provides the Compensation Board with the documentation of accredited coursework for the Deputy Clerk's Career Development Program. The Career Development Committee has submitted a detailed outline of the Course Curriculum for 2018 for review and approval by the Board in December as required by the Deputy Clerks' Career Development Program. The committee also provided a report on the certification of Clerks and Deputy Clerks in the Association's Career Development Programs.	\$0.00	The Compensation Board approved the course curriculum and plan for coursework for completion by Deputy Circuit Court Clerks in CY18 for participation in the deputies' career development program as presented by the Career Development Committee. The Compensation Board thanks the Committee for its status report of certifications of Clerks and Deputy Clerks in the Career Development Programs.
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771-18-06: COMMISSIONERS OF THE REVENUE NONE.

774-18-06: TREASURERS NONE.

OTHER MATTERS

NEW BUSINESS:

REGULAR DOCKET				
<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1. MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #18/05	N/A	Deferred for approval at January, 2018 regular meeting
2. COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: A special meeting with association leadership on Tuesday, January 9, 2018 at 2:00 p.m., and regular meetings on Wednesday, January 24, 2018 at 10:00 a.m. and Wednesday, February 28, 2018 at 10:00 a.m.	N/A	Confirmed
3. NEW OFFICER TRAINING	COMPENSATION BOARD	The Compensation Board's New Officer Training was December 13-15, 2017 at the Virginia Crossings Hotel and Conference Center in Glen Allen. Fifty-one officers were invited, and forty-eight attended.	N/A	Noted
4. COIN ONLINE BUDGET REQUEST TRAINING	COMPENSATION BOARD	The training was held in Roanoke on December 7-8 at the Virginia Western Community College with a total of 31 attendees, and at the Hanover County Sheriff's Office on December 15 th and 18 th with a total of 47 attendees.	N/A	Noted
5. TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections:</p> <p>FY18 collections for July through November totaled \$2,864,794.50, a decrease of 5.81% compared to the same period of collections in FY17.</p> <p>Expenditures:</p> <p>FY18 year-to-date Clerk's expenditures through 12/15/17, which do not include November reimbursements, totaled \$1,157,860.67 or 16.08% of budgeted Technology Trust Funds.</p> <p>Projections:</p> <p>Based on current collections, FY18 TTF total collections would be approximately \$6.88 million, a decrease of 2.63% compared to FY17 collections.</p>	N/A	Noted
6. INVITE ASSOCIATION LEADERSHIP TO JANUARY 2018 LEGISLATIVE MEETING	COMPENSATION BOARD	Staff presents memo for approval inviting Association Presidents for special legislative meeting with Board on Tuesday, January 9, 2018 at 2:00 p.m.	N/A	Approved

**CLOSED MEETING
COMPENSATION BOARD DOCKET #18/06
December 19, 2017**

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Susan Swecker. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN SUSAN SWECKER: I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Susan Swecker, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN SUSAN SWECKER: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Susan Swecker, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

FOR YOUR INFORMATION
NONE.

Public Body: Compensation Board
Date: December 19, 2017
Time: 9:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Susan Swecker, Chairman (absent)
Craig Burns, Ex Officio member (present)
Martha Mavredes, Ex Officio member (present)